

PROPOSAL CHANGE FORM - Attachment A-2

Name of Grantee: _____

Title of Project: _____

The Colorado Tourism Office has approved a statement of work for the above-referenced grant that is based on a proposal submitted by the Grantee and accepted by the Division’s review panel. Grantee is expected to produce a work product substantially in conformity with the original grant proposal. **Any significant refinements, clarifications, modifications or changes to the proposal must receive prior approval of the Division in writing.** Examples include, but are not limited to clarification or changes to scope of work, or deliverables; major changes in key personnel, including management staff or vendors; changes in timelines; and changes in budget.

To request approval for a proposal change, please give a detailed explanation below of the changes you need to make to your proposed project. Proposal Change Forms must be submitted **prior to 60 days before** the end of the grant period. **Notification of approval can take up to 10 business days.**

Signature of Grantee Executive Director (or equivalent)

Title

Date

Approved by Colorado Tourism Office

Date